

## 2. Access the Unit Assignment Discrepancy Report

From the *MTCS Main Menu*,

- Use your mouse to click on the words 'MTCS Reports'

A yellow rectangular button with the text "MTCS Reports" in blue, bold, sans-serif font.

The *MTCS Selection Menu* appears on your screen.

### 2.1. Program Selection

You must select a single program type to view this report.

Single program types include:

1. Public Housing
  2. Indian Mutual Help
  3. Indian Rental
  4. Section 8 Certificates
  5. Section 8 Vouchers
  6. Section 8 Moderate Rehabilitation
- Use your mouse to select a program from the drop-down box

A screenshot of a web form titled "Program Selection" in blue, bold, sans-serif font. Below the title is a white rectangular dropdown menu with a thin black border. The text "Public Housing" is displayed in the menu, and a small black downward-pointing arrow is visible on the right side of the menu box.

## 2.2. Level of Information

Once you have selected a program, you must select a level of information.

To view the *Unit Assignment Discrepancy Report*, you must select either:

1. Housing Agency
  2. Project (Public & Indian Housing only)
- Use your mouse to select a level of information



- \* For detailed information on how to select a 'level of information,' look on the MTCS documentation web site:

[www.hud.gov/pih/systems/mtcs/document.html](http://www.hud.gov/pih/systems/mtcs/document.html)

## 2.3. Select the Unit Assignment Discrepancy Report

After you complete the 'level of information' selection,

- Click on the **'Report Menu'** button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *Unit Assignment Discrepancy Report*

[Unit Assignment Discrepancy](#)